

VAACE Conference Planning: 2022 & 2023

Location: Arlington or Williamsburg

Dates: 1st choice – Oct. 25 & 26, 2022; 2nd choice – October ??, 2022
Need Monday October 24, 2022 prior to conference for board meeting and set up.

2023 – October 23 – 25th (Monday, set up) (Conf - Tuesday, Wednesday)

Participants: Approx. 200

Hotel Rooms: Need State rate & Block room rate for Sunday night through Wednesday night.
180 nights or
Monday: 75 rooms
Tuesday 100 rooms

Vendors: 15 – 20 tables; Need cost with/without electrical hookups
What space is available for vendors?

Breakout rooms: Need one large venue for meals, opening session & keynote speakers
Need 8 breakout rooms for sessions
Need 1 room for conference staff/storage
Need 1 room on Monday afternoon for board meeting.

Meals: Lunch for board meeting on Monday (approx. 15 people)
Breakfast (hot) and plated lunch on Tuesday
Breakfast (hot) and buffet lunch on Wednesday
*Question/note: Does hotel include breakfast in stay? If so, then smaller amount (continental, coffee/tea) needed for breakfast for commuters.
Head count will be provided for meals.

Snacks: Break out – afternoon snacks

Registration: Need space Monday evening in hotel for early conference registration.
Need two registration tables in central location for conference registration on Tuesday and Wednesday.

Audio Visual Equipment: Screens, projectors, electrical hookups for 8 breakout rooms
Screen, projector, electrical and microphone for large main room (for keynote speaker)
Need cost comparison for electrical hookups and microphone (for large room) with and without hotel providing screens and projectors.

Wi-Fi: Accessibility and cost, Need internet access in large room, breakout rooms and for conference participants.

Additional items:

Space/cost for an evening reception with wine & beer (cash bar for spirits) (Tuesday evening)
Space/cost for hospitality suite

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